



GALVESTON COUNTY

SHERIFF'S OFFICE

Seeking Individuals Who Are Interested in a Rewarding Career in Law Enforcement

Begin Your Career Today!

GALVESTON COUNTY SHERIFF'S OFFICE
VACANCY ANNOUNCEMENT - ESTABLISHMENT OF ELIGIBILITY
APPLICATION DEADLINE: Monday, December 27, 2021 - 5:00 p.m.

Position: Administrative Assistant

Bureau/Division: CLE/Patrol

Title/Rank: Civilian

Reports to: Captain of Patrol

Salary: \$34,531

JOB SUMMARY - Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned. **This is a security sensitive position.**

Processes and files requisitions and related purchase documents; processes receiving reports; and communicates purchase order information to appropriate staff. Composes correspondence, memoranda, forms and presentations. Analyzes, evaluates and organizes office operations and procedures. Assists with the preparation and management of patrol budgets. Manage financial accounts as assigned. Answers phone calls to Patrol and direct calls to the Patrol Deputies and/or take messages. Researches, gathers data, and prepares spreadsheets, tables or notes for projects. Processes newly hired employees into the division by adding to schedules and staffing lists. Organizes and maintains files related to Patrol operations. Maintains calendars for Patrol Command Staff as needed. Provides notary services for employees. Maintains and purchase office supplies. Purchase Patrol services; orders equipment, supplies and documents. Audits support documentation and purchase orders for accuracy in preparation for payment. Processes the payment of division invoices in order to contribute to the accuracy and efficiency of County financial transactions. Enter coding data for procurement cards in system on a monthly basis. Assist with payroll for the Patrol Division. Assist with processing, registering and reconciling approved Patrol Division train requests. Assists with the preparation and management of Contracts for the Patrol Division. Monitors expenditures, maintains schedules, arrange meetings, travel arrangements and other events. Perform all other duties as assigned.

MINIMUM REQUIREMENTS - Successful applicants **must** have:

Must be able to work under adverse conditions and scheduled/unscheduled overtime as needed; **Knowledge in Procurement, accounts receivable, and accounts payable preferred**; Speak, read, and write the English language in a clear and understandable fashion; Possess a valid Texas driver's license; Knowledge of computers and job related software programs and basic typing skills; Must have 2 years administrative experience; High school diploma/GED; Proficient computer skills (Microsoft products); Education or direct work experience in managing persons and tasks; Exceptional oral and written communication skills; Skill in multi-tasking and prioritizing; Strong interpersonal skills, able to work cooperatively with others; Pass a background review and interview board.

TO APPLY: Interested parties should submit, no later than the **APPLICATION DEADLINE**, a letter of intent or E-mail detailing their interest and qualifications along with their full name, contact address and phone number to:

Deputy D. Aguilera, Recruiting and Training Division

Phone: (409) 763-7594 - E-mail: Damian.Aguilera@co.galveston.tx.us

JOIN US

VISIT SHERIFF.GALVESTONCOUNTYTX.GOV TO APPLY!

CONTACT US

409.763.7585 : SO.EMPLOYMENT@GALVESTONCOUNTYTX.GOV

